

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **ACCOUNTING OPERATIONS SUPERVISOR**
(Trial Court Accounting & Financial Services, Payroll Accounting Unit)

JOB REQUISITION: **2508**

LOCATION: **Sacramento, California**

OVERVIEW

Under the supervision of the Manager, the Accounting Operations Supervisor in the Trial Court Accounting & Financial Services (TCAFS) of the Administrative Office of the Courts (AOC) will be responsible for providing day-to-day supervision of assigned staff and activities, and performing specialized work in accounting operations.

RESPONSIBILITIES

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff;
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required;
- Reviews health benefit or employee elected service provider invoices for availability of funds;
- Coordinates with trial court human resources departments regarding the accuracy of information received regarding employee elections and federal and state income tax provisions;
- Reviews documents for data integrity, availability of funds, and proper approvals;
- Supervises office files that support the transactions of the payroll accounting unit;
- Approves the posting of payroll adjustments and other corrections to the main or secondary payroll;
- Prepares and types memos and correspondence as required;
- Responds to telephone inquiries from vendors, trial courts, Administrative Office of the Courts personnel, and the State Controller's Office staff; and
- Performs other duties as assigned.

Must be available to work overtime and on weekends and holidays. Some travel may be required.

MINIMUM EDUCATION AND EXPERIENCE

Equivalent to an associate degree, preferably with major course work in accounting and four years experience performing accounting duties that included at least one year of supervisory responsibility.

OR

Two years as a Senior Accounting Technician with the judicial branch.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline;
- Operational principles, practices, and applications of fund accounting;
- Financial record-keeping and bookkeeping practices and techniques; and

- Use of automated financial systems involving data entry, posting, and report generation.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others;
- Apply operational accounting principles, practices, and procedures;
- Review financial documents for completeness and accuracy;
- Review, post, balance, and reconcile financial records;
- Maintain accurate financial records and prepare accurate and timely reports;
- Implement transaction processing to support the accounting requirements of the organization; and
- Present financial information effectively.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/view.htm>, select job category "Finance/Accounting/Budget", and search for Job Req. #2508, Accounting Operations Supervisor.

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$5,295 - \$6,434 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A Supplemental Questionnaire follows this job announcement.

Supplemental Questionnaire
Accounting Operations Supervisor (Job Req. #2508)
Trial Court Accounting & Financial Services

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review.

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to *all* of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your accounting experience as it relates to your current position and/or the position where the majority of your accounting experience lies. Please include the accounting process with which you are most familiar, and your specific duties.
2. Describe your experience, if any, with the accounting practices and procedures of the State of California, trial courts or other public sector environments.
3. Describe your experience, if any, with SAP or other sophisticated financial systems you have worked with in the past. Please provide details regarding the areas in which your experience lies and your level of expertise.
4. Please describe your experience, giving examples, in each of the following accounting functions; G/L, A/R, A/P, Cost Accounting, Grant Accounting and Purchasing.
5. Please describe the extent of your knowledge and experience in performing review and analysis of financial reports, and their communication via written and oral presentations.